

Little Traverse Bay Bands of Odawa Indians Job Posting

Job Title: Maintenance Worker II - Properties
Department: Safety and Facilities
Reports To: Director
Status: Non-Exempt
Salary Level: \$13.54 to \$18.32 per hr. / (\$28,163-\$38,106) Annual
Level: 3
Opens: June 4, 2015
Closes: June 25, 2015

SUMMARY Performs semi-skilled grounds keeping/maintenance duties involving the operation of power driven tools and equipment; performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Receive written work orders or verbal instructions from supervisor. Maintain work order system including logbook.
- Operates small heavy equipment.
- Uses mechanical/automotive equipment (forklift, scissor lift, tractor) to move materials, supplies, snow
- Assembles cabinets, files, desks, chairs
- Uses hand and power tools (electric drills, cutting devices, chain saws) to perform semi-skilled maintenance tasks
- Performs general maintenance work (trims trees, hangs pictures, move offices) to maintain a clean, safe work environment for employees using appropriate tools and materials
- Understands all OSHA applicable regulations and standards.
- Paints various structures and equipment (walls, floors, roofs, doors, etc.)
- Carpentry skills to include drywall repair, replacement, painting, etc.
- Replaces and repairs ceiling tiles and ceiling grid systems to correct damaged, stained or broken tiles using the appropriate hand or power tools required.
- Adjusts and calibrates thermostats, pneumatic controls and HVAC systems to maintain a comfortable temperature for employees, guests, etc.

OTHER SKILLS AND ABILITIES

- Ability to understand and follow oral/verbal instructions
- Ability to perform heavy physical labor
- Ability to use simple hand and power tools
- Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.
- Adhere to safety work practices in accordance to OSHA and all federal guidelines
- Plumbing systems and operations
- Proper use and hazards of chemical materials in accordance to the Material Safety Data Sheets (MSDS) and Hazard Communication standard outlined in OSHA 29 CFR

- Correctly apply methods, practices, and procedures in preventive maintenance, inspection, repair, renovation, and minor construction
- Accurately read blueprints and schematics as they relate to buildings and utilities service systems.
- Follow and complete work orders as set forth by the Director and Supervisor
- Work with little supervision
- Observe, record, and report any unsafe work practices immediately to the Director
- Evaluate Facility conditions to determine work needed
- Write reports and other documents legibly
- Work in adverse conditions (weather, enclosed spaces, heights, extreme temperatures, indoors and outdoors) to complete work assignments
- May be required to respond to 24-hour emergency calls for assigned work areas or events. Perform emergency repairs during off-duty hours.

EDUCATION and/or EXPERIENCE

A High School diploma or G.E.D. required. Experience equivalent to two years of full-time semi-skilled grounds keeping/maintenance or equipment operation work; OR three years experience equal to Maintenance I level position.

CERTIFICATES, LICENSES, REGISTRATIONS

This designated position requires all applicants to obtain and maintain a Commercial Driver's license (CDL) Class A or B in accordance to the Michigan Commercial Driver's manual and LTBB driving policies.

Must have a valid driver's license, reliable transportation, and must be insurable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job the employee must occasionally lift and/or move up to 50 pounds or more, and is frequently exposed to outside weather conditions during all four seasons.

COMMENTS

Indian Preference will apply.